

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: October 14, 2015

PAYROLL LETTER #15-013

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services DivisionRE: **DOCUMENT CUTOFF DATES FOR 2015 CALENDAR YEAR-END PROCESSING**

Below is a list of documents and cutoff dates the State Controller's Office must receive to make sure the 2015 Form W-2, Wage and Tax Statement, is correct.

| <u>DOCUMENT</u>  | <u>PROCESS</u>   | <u>CUTOFF DATES</u> |
|------------------|--|---------------------|
| FORM STD. 676P/V | <b>Income and Social Security/<br/>Medicare/State Disability Insurance<br/>Taxes will be withheld</b>  | November 2, 2015    |
|                  | <b>Social Security/Medicare/<br/>State Disability Insurance<br/>Tax only will be withheld</b>  | December 2, 2015    |
|                  | <u>Reference the Payroll Procedures<br/>Manual (PPM), Section N 120-163 and<br/>Section N 170-176 for reporting and<br/>form completion instructions</u> |                     |
| FORM STD. 674A/R | <b>Payroll Deduction Accounts<br/>Receivable</b>   | November 2, 2015    |
|                  | <u>Reference the PPM, Section I 001</u>  |                     |
| FORM STD. 674    | <b>Nonresident Alien with Tax<br/>Treaty Exemption</b>   | December 2, 2015    |
|                  | <u>Reference the PPM, Section I 050-056<br/>for reporting and form completion<br/>instructions</u>   |                     |
|                  | <b>Suspended Payments</b>  | December 2, 2015    |
|                  | <u>Reference the PPM, Section I 400-411</u>  |                     |
|                  | <b>LC 4800</b>   | December 15, 2015   |
|                  | <u>Reference the PPM, Section E 203</u>  |                     |
| FORM STD. 674D   | <b>Transfer Request from Regular pay to<br/>IDL with issue year 2012</b>   | December 2, 2015    |
|                  | <u>Reference the PPM, Section I 015 and E 411</u>  |                     |

|                |  |                  |
|----------------|--|------------------|
| FORM STD. 422  | <b>Salary Advances</b>   | December 2, 2015 |
|                | <u>Reference the PPM, Section N 103-111 for reporting and forms completion instructions</u>      |                  |
| FORM STD. 675  | <b>Moving Expense/Social Security/Medicare/State Disability Insurance Taxes will be withheld</b> | December 2, 2015 |
|                | <u>Reference the PPM, Section N 147</u>  |                  |
| FORM STD. 995A | <b>Agency Collection A/R</b>   | December 2, 2015 |
|                | <u>Reference the PPM, Section I 178-179</u>  |                  |
| FORM STD. 995R | <b>Refund of Over-Collected A/R</b>  | December 2, 2015 |
|                | <u>Reference the PPM, Section 180-181</u>  |                  |
| FORM PPSD21    | <b>Deceased Employee Data</b>  | December 2, 2015 |
|                | <u>Reference the PPM, Section I 900-913</u>  |                  |

NOTE: Documents not received by the specified cutoff dates may require SCO to issue your employees a 2015 Form W-2C, **Corrected Wage and Tax Statement**.

December 2014 PAR/PPT & Payroll Documents

**Do not key December 2014 PAR/PPT and Payroll Documents after December 21, 2015 through December 29, 2015.** Submit them during this period to PPSD/Personnel Operations for manual processing. Agencies/Campuses should continue to key the December 2015 PAR/PPT and Payroll Documents.

December 2015 PAR/PPT - Calendar Year-End Separation

Submit in early December 2015 the calendar year-end separation PAR/PPT to PPSD/Payroll Operations for manual processing. This will allow PPSD enough time and payroll cycles for processing the one-time Savings Plus deductions from lump sum payments. PPSD will run the last 2015 calendar year-end payroll cycle on December 29, 2015 and will not withhold Savings Plus deductions for those payroll documents received after December 29, 2015.

Contact the Customer Contact Center at (916) 372-7200 if you have questions concerning this letter.

LC:SF:TSS